

**DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY**

**SECRETARY 1**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Candidates on a current examination list**

**Location:** Willimantic Office - 322 Main Street, Willimantic, CT

**Job Posting No:** SB46125WIL

**Hours:** 40 Hours per Week

**Salary:** \$39,061.00 - \$51,255.00 (Annually)

**Closing Date:** April 5, 2012

**Eligibility Requirement:** **This is a competitive position. Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Service for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Minimum Qualifications Required Knowledge, Skill and Ability:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**General Experience:** Two (2) years experience above the routine clerk level in office support or secretarial work.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Qualified candidates must submit State Application (CT-HR-12), cover letter, resume, and 3 letters of professional references. State employees must submit 2 most recent performance appraisals in lieu of references. Please include posting #SB46125WIL on application and send to:

**DEPARTMENT OF CHILDREN AND FAMILIES  
NOY CHANTHAVONGSA - HUMAN RESOURCES  
2081 SOUTH MAIN STREET  
MIDDLETOWN, CT 06457  
FAX: 860.707.1962**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.